



# Jagat Guru Nanak Dev Punjab State Open University Patiala

E-Mail: jgnd@psou.ac.in

## Quotation Notice

(For Quotation No. JGND/Proc./2022/ Dated)

Sealed quotations are invited from printing firms for the printing and supply of different Items (with material) upto 05-04-2022

(3.00 p.m.) as per performa given below under their signature with stamp:-

S. No.	Name of Item	Quantity	Paper Quality	Rate (In Indian Rs)	Delivery Period	F.O.R
1.	File Cover	1000 Nos.	300gms		Max 30 days after receiving the work order.	Jagat Guru Nanak Dev Punjab State Open University, Transit Campus, C-28, The Lower Mall, Patiala - 1477001.
2.	Envelope A4 (Yellow)	500 Nos.				
3.	Envelope A3 (Yellow internally laminated)	200 Nos.				
4.	Envelope 24/10 (White)	1000 Nos.				
5.	Log Book (Transport)	6 (100 pages each) Nos.	95 gms			
6.	Cash Book	10 (200 pages each) Nos.				
7.	Cheque Issue Register	10 (100 pages each) Nos.				
8.	TDS/GST Register	2 (100 pages each) Nos.				
9.	Stock Register	10 (100 pages each) Nos.				
10.	Diary Register	05 (200 pages each) Nos.				
11.	Dispatch Register	05 (200 pages each) Nos.				
12.	Salary Register	02 (70 pages each) Nos.	95gms			
13.	Inspection Note	10 Register (100 pages each) Nos.	75gms			
14.	Day Book	02 Register (150 Pages each) Nos.	95gms			
15.	Indent Book	20 (100 Pages each) Nos.	75gms			
16.	TDS Voucher	10 Register (100 Pages each) Nos.	75gms			

### Terms and conditions

- The bidder shall strictly abide by the time schedule for printing and delivery of the Printing Material as per work order.
- Validity of the bid: - 90 days from the date of opening of quotation.
- Subletting the assigned work is strictly prohibited. Incomplete and conditional Quotation will not be accepted.
- The Registrar, JGND PSOU, Patiala reserves the right to cancel any or all the bids without assigning any reason whatever.
- Payment shall be made in Indian rupees on final acceptance & after verification of the Material.
- Printer must print Logo and name of the University on every item as per requirement of the University.
- In all matters and disputes arising hereunder the appropriate Courts at Patiala shall have jurisdiction to entertain and try them.
- The sealed quotations must be reached to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala on or before 05.04.2022 upto 3:00 PM.

*[Signature]*  
Sd/- 25/3  
Registrar